



Lewistown JSEC
Meeting Minutes
June 6, 2013

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Oscar Cantu	Kelly Anne Terry	Lauri Tognetti	Roy Jones
Karen Sweeney	Terri Hall	Kristin Rutten	Stephen Taylor

Previous Month's Meeting Minutes

Terri moved to approve the minutes for the May 8, 2013, meeting. Kelly Anne seconded. Motion carried.

Treasurer's Report

Stephen provided a profit & loss report for January 1-June 6, 2013. Net income to-date is \$2,731.35. The current bank balance is \$6,385. Kelly Anne moved to allow Stephen to secure a debit/credit card for JSEC, which is to remain in the possession of and be used by the treasurer as an official check signer. Karen seconded. Motion carried.

JSEC Coordinator's Report

Kristin distributed flyers outlining the mission and role of MSEC. She also shared a flyer outlining trainings to be offered at the IAWP (International Association of Workforce Professionals) Conference June 12-13 in Helena. Organizers have indicated the trainings are open to the public. Kristin also mentioned the Incumbent Worker Training (IWT) program has been funded for the 2013-2014 year, which means employee training grants will once again be available beginning in July.

Job Service Report

Roy offered congratulations to the group's two recent graduates of the first Leadership Central Montana class – Kelly Anne and Kristin. The next nine-month class starts in September and JSEC members are encouraged to consider applying. He also shared that Job Service currently has 95 jobs posted and provided the state and national Economy At A Glance reports.

Old Business

Montana Nonprofit Association Membership: Kristin reported that the group is now an official member of the MNA for 2013. She shared that thanks to information from Brad Robinson, MNA Member Services Director, she found out our group is required to file an annual 990-N form. Previously, 501(c)3 groups with gross receipts of less than \$25,000/year were not required to file. This changed two years ago and all groups are now required to file, with failure to do so (for three consecutive years) resulting in loss of tax-exempt status. Brad noticed we had not filed and alerted us of the change. As a result, Kristin filed the online form May 28 and we are now current in our requirement.

New Business

New Member Recruiting/Introductory Process: Terri reported that her guest at the last meeting left feeling the time spent attending had been "a waste," primarily because she felt the group had been unable to satisfactorily explain its purpose. Discussion revolved around how to better inform newcomers, as well as orient current members, about JSEC's mission and goals. Terri shared the member notebook she received in October 2011 when she participated in a member retreat, which includes the history of JSEC, general Job Service information, by-laws, calendar information, etc. It was decided existing members should have a similar notebook and that an

orientation of existing members would be beneficial, which will be the focus of our next meeting. Kristin will compile and deliver notebooks to each member prior to that meeting to allow time for review in preparation for discussion.

Next Seminars: Discussion involved whether the group would like to plan a fall seminar in addition to the Assistance for Business Clinic (ABC) scheduled for September 19th. Terri indicated an interest from her clientele in resources on hiring, firing and retention. It was decided that members will individually explore potential speakers on the topic during the next two months, with plans to return to the discussion with ideas at our August meeting.

The meeting adjourned at 1:00 p.m. The next meeting is slated for noon on Wednesday, July 10th at Job Service and will focus primarily on member orientation.